

*Application Deadline:
May 2, 2005*

2005 Grant Guidelines and Application

**Stewardship Local Assistance Programs
Federal Land & Water Conservation Program
Federal Recreation Trails Program**



DNR Contacts

For more information and to submit applications use contacts below.

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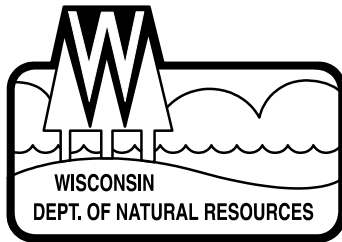
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December, 2004

Greetings:

We are pleased to provide you with the 2005 Grant Guidelines and Applications booklet for Stewardship Local Assistance Programs, the Recreational Trails Program, and the Land and Water Conservation Program. The handbook contains information, explanations, and forms you need to apply for grants to acquire or develop land for public outdoor recreation and conservation purposes. This year application forms are fillable and downloadable off of the DNR's website. See page 5 for details on how to access forms and other program materials.

We encourage you to contact your DNR region Community Services Specialists (CSS). You'll find a list of CSS and the counties they work with inside the front cover of this booklet. Your CSS can explain the various grant programs in detail and give you the assistance you need to make your application as competitive as possible. We also have technical assistance publications available to assist you.

THE APPLICATION DEADLINE DATE IS MAY 2, 2005. Applications must be received on, or postmarked, by May 2. Applications not postmarked or received on or before the deadline date will not be considered for cost sharing and will be returned to the applicant.

The earlier you submit the application the more time we will have to review it and work with you on any deficiencies. This early review could be very important to the success of your application because a high level of competition exists for available funds.

BE AWARE THAT NO WORK CAN BE STARTED OR LAND ACQUIRED UNTIL AN AGREEMENT IS SIGNED BY THE DEPARTMENT.

FOR LAND and EASEMENT ACQUISITION PROJECTS, remember that acquisition of property must be in accordance with land acquisition and appraisal procedures as defined in Wisconsin State Statutes. If you are applying for an acquisition project and need to purchase the property before you receive a grant agreement, you must obtain a "letter of retroactivity" to protect the project's eligibility from the DNR region CSS. A letter of retroactivity provides no assurance that your grant application will be funded, but does assure that your application will not be disqualified because the property was purchased before the grant agreement was written. Unfortunately, we cannot offer similar retroactivity for development projects. Please contact your CSS to obtain the land acquisition and appraisal guidelines and procedures.

FOR EASEMENT ACQUISITION PROJECTS, beginning April 1, 2005, all draft easements submitted to the department are required to conform to the new standard easement format. The format and guidelines will be available by Feb. 1, 2005.

This year we expect to rate and rank eligible applications in late June. The awarding of grants occurs as soon as possible after July, depending on the availability of funds through the state and federal budget processes.

We wish you success with your projects and look forward to being your partners in land conservation and improving outdoor recreation opportunities for our citizens and visitors.

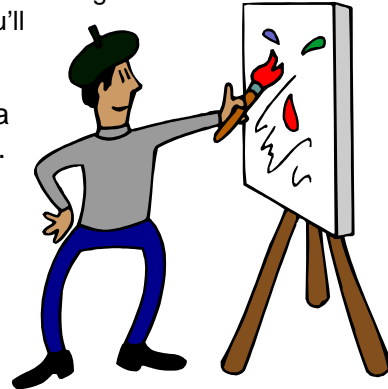
*Regional and Central Office Outdoor Recreation Grants Staff
DNR Community Financial Assistance Programs*

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The Big Picture – the Grant Process

1. Local sponsors work with DNR regional community services specialists to plan projects, follow program requirements, and complete grant applications. See “Contacts” on the inside front cover of this booklet.
2. Submit applications by May (May 2 for 2005) each year. Application booklets are distributed each year in late January, early February. *Remember, no work can be started or land acquired until an agreement is signed with the department.*
3. DNR regional staff review and rate eligible projects using a set of rating questions that reflect each program’s goals and priorities. You’ll find the rating questions listed in the appendix.
4. The projects within each program are then combined in a statewide listing and prioritized according to rating score. (exception: Acquisition & Development of Local Parks projects are prioritized by DNR region rather than statewide.)
5. Projects ranking the highest are awarded a grant to the extent that funds are available.
6. Project sponsors may not incur costs for their projects until the grant agreement is signed.
7. Local sponsors sign an agreement to accept the grant and assume the responsibility of complying with program requirements and conditions of the grant award in perpetuity. (eg, contracts & bidding, operation and use of the property, maintenance, accessibility, income, inspections, etc.) While project payment takes place on a reimbursement basis, sponsors may request a 50% advance payment of their grant award at the time of receiving the grant award. Note: there is no advance request option in the Recreation Trails Act and Land & Water Conservation Fund programs.
8. The project sponsor incurs costs for work actually completed or lands purchased, documents expenditures, and then files a claim for reimbursement. Except for pre-approval engineering, reimbursement is not permitted for work that takes place prior to or after the grant time period indicated in the grant award. (Note: pre-approval engineering is not eligible in the Recreation Trails Program). Land acquired prior to the grant award date is not eligible for a grant without an approved waiver of retroactivity from your DNR community services specialist prior to acquiring the land. In the case of a federal grant approval must be also obtained from the National Park Service.
9. The reimbursement claim and documentation of expenditures are reviewed by department staff and the payment is processed.



Introduction

Following you will find general program information, application materials, and financial information for programs that provide 50% funding assistance to acquire land or easements and develop facilities for outdoor recreation purposes - the Stewardship Local Assistance Grant Programs, the Federal Land & Water Conservation Fund Program, and the Federal Recreation Trails Program.

1. KNOWLES-NELSON STEWARDSHIP LOCAL ASSISTANCE GRANT PROGRAMS.

Four programs that provide 50% funding assistance to 1) acquire land and easements and 2) develop trails, facilities, etc. for nature-based outdoor recreation purposes. See definition of nature-based recreation on page 6.

- Aids For The Acquisition And Development Of Local Parks (ADLP) \$4.0 million available
Helps to buy land or easements and develop or renovate local park and recreation area facilities (e.g., trails, fishing access, and park support facilities). Applicants compete for funds on a regional basis.
- Urban Green Space Grants (UGS) \$1.6 million available
Helps to buy land or easements in urban or urbanizing areas to preserve the scenic and ecological values of natural open spaces for outdoor recreation, including non-commercial gardening. Applicants compete for funds on a statewide basis.
- Urban Rivers Grants (UR) \$1.6 million
Helps to buy land or easements on or adjacent to rivers flowing through urban or urbanizing areas to preserve or restore the scenic and environmental values of riverways for outdoor recreation. Includes shoreline enhancements such as development of public recreation facilities or habitat restoration that serve public recreation or resource conservation purposes. The Urban Rivers Program has a cap per applicant based on 20% of the total funds allocated to the program each fiscal year. Applicants compete for funds on a statewide basis.
- Acquisition Of Development Rights Grants (ADR) \$800,000
Helps to buy development rights (easements) for the protection of natural, agricultural, or forestry values, that would enhance outdoor recreation. Applicants compete for funds on a statewide basis.

NOTE: This booklet is focused on local government applicants. Nonprofit Conservation Organizations (NCO's) are eligible to apply to the Stewardship Local Assistance Grant Programs for land acquisition projects. For details on NCO land acquisition requirements contact the regional community services specialist listed for your county on the inside front cover of this booklet.

2. FEDERAL RECREATION GRANT PROGRAMS

Two programs that provide up to 50% funding assistance for outdoor recreation focused projects.

- Land and Water Conservation Fund (LWCF) approx. \$800,000 in July and an additional \$800,000 available Oct. 2005. Provides 50% funding assistance for the acquisition and development of public outdoor recreation areas and facilities. Similar to the Stewardship ADLP program above except that active outdoor recreation activities are eligible for grant assistance. Applicants compete for funds on a statewide basis.
- Recreational Trails Act (RTA) approx. \$675,000
Provides 50% funding assistance for the development and maintenance of recreational trails and trail-related facilities for both motorized and non-motorized recreational trail uses. Applicants compete for funds on a statewide basis.

Who administers the programs? These programs are administered by the Wisconsin Department of Natural Resources. The Stewardship Advisory Council with representatives from local units of government and nonprofit conservation organizations (NCO's) advises the department on matters relating to the Stewardship program. Similarly the State Trails Council advises the department on matters relating to the Recreational Trails Program. The National Park Service plays the major role in working with the Department on the Land & Water Conservation Fund Program and the Department of Transportation plays a role with the Recreational Trails Program.

A key component of the programs is cooperation and partnership between the Wisconsin Department of Natural Resources, the federal government, local units of government, and nonprofit conservation organizations (NCOs). The programs recognize the important role each partner plays in meeting the

conservation and recreation needs of Wisconsin residents and is designed to assist groups working to meet those needs.

Application Deadlines

May 2

The application deadline for all of the programs is May 1 each year. However, because May 1 falls on Sunday this year, applications should be submitted to your region Community Services Specialist (CSS) on, or be postmarked by, May 2. If your application does not meet this requirement it will not be considered and will be returned to you. This can be critical to the success of your application given the high level of competition for available funds. It is especially important for land acquisition projects due to the time needed to get real estate appraisals contracted, completed and reviewed.

Getting Help

There is at least one Community Services Specialist (CSS) in each of the five DNR Regions who will walk through the grant process with you from project conception to issuing the final check. See their names on the inside front cover of this booklet. They will explain the requirements of the programs, assist you in planning and evaluating project alternatives, bring in other DNR resource people as needed, help you complete the application form and suggest other funding sources if your project does not qualify for these grants. They will also determine which of the various grant programs is appropriate for your project. We recommend you review the program criteria, explained in the individual program section in the Appendix, but do not spend a great deal of time trying to determine which program is the most appropriate. The CSS will do that for you. We urge you to contact your CSS as soon as possible in your project planning process to discuss your project and then to submit your application as soon as you complete it. This gives the region CSS more time to review it and work with you to satisfy requirements or correct omissions.

Technical Assistance

Your region CSS is prepared to provide you with technical assistance and is a valuable source of information for other DNR administered grant programs. Following is a partial listing of assistance publications:

- λ Recreational Trails Project Guidelines
- λ Guidelines for the Development of Local Comprehensive Outdoor Recreation Plans
- λ Land Acquisition Guidelines for Local Governments
- λ Land Acquisition Guidelines for Nonprofit Conservation Organizations
- λ Land Acquisition and Appraisal Procedures
- λ Outdoor Recreation Facilities: Access for Everyone
- λ Policies and Ordinances for Developing, Operating and Maintaining Public Outdoor Rec. Areas
- λ Stewardship Property Development Grants for State Property Friends Groups

Land and Easement Acquisition Project Alert

Land and easement acquisition projects must proceed in accordance with land acquisition and appraisal procedures as defined in Wisconsin State Statutes as well as other related state and federal requirements. Land and easement acquisition procedures can be complex and confusing. If you are considering applying for an acquisition grant it is critical that you contact your DNR region CSS to discuss your project and obtain the "Land Acquisition Guidelines for Local Governments" and the appraisal procedures publications prior to beginning negotiations.

Required Easement Format: Beginning April 1, 2005, all draft easements submitted to the department are required to conform to the new standard easement format. The format and guidelines will be available by Feb. 1, 2005. Contact your region CSS for information.

IMPORTANT

Development Projects on Land You Don't Own

The department may award grants for development projects on property not owned by the sponsor provided the sponsor can satisfy specific requirements that vary by grant program but that are necessary for carrying out post project compliance obligations. For example, for the Stewardship Program the sponsor must have a lease of 20 years or more from the landowner and through the lease provisions have oversight and control of the property for at least 20 years; for the federal Land & Water Conservation Program, the sponsor must have a permanent easement or if the landowner is a governmental entity the landowner must be willing to apply for the grant with the project sponsor. To insure that your project is eligible for a grant, contact your DNR region CSS to discuss your project and the requirements prior to executing any agreement.

Playgrounds as Eligible Stewardship Facilities

Based on widespread public, project sponsor, and staff support, the department has changed grant administration policy to include playgrounds as eligible “nature-based outdoor recreation” facilities within the Stewardship Local Assistance Grant Programs. This means that land acquisition projects that include a playground in the proposed site plan and development projects that include a playground are now eligible for funding. Be aware that the intent of the grant programs is to fund the development of basic facilities as determined by department. Whether a playground design is a “basic facility vs a cadillac” can be an issue for playground projects, given the availability of high tech, large integrated play structures. In these cases, eligibility determinations will be made on a case by case basis.

**NEW
FOR
2005**

Grant Information and Fillable Application Forms on DNR Website

Information and application forms for these grant programs (as well as other programs) are available in fillable and downloadable format on the DNR Bureau of Community Financial Assistance website – www.dnr.wi.gov. Scroll down to “go directly to a program” and select “Community Financial Assistance”. Follow the menu choices for the grant program you want (eg, “Stewardship”) or go to “Forms” – then choose the program (eg, “Stewardship”).

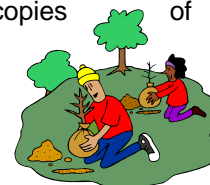


Key Information

Applying for and receiving a grant comes with many "strings" having to do with program requirements, the financial administration of your project, and the documentation of your expenditures. Following is a summary of the key requirements to help you decide if these grant programs fit your local planning efforts and project.

Eligible Applicants

1. Local governments and tribal governments are eligible to apply for all programs.
2. Eligible local governments are only those towns, villages, cities, counties, and tribal governments that have a Department accepted comprehensive outdoor recreation plan or master plan which has been approved by resolution by the local governing unit. An outdoor recreation plan of a higher unit of government that has been adopted by the local government and that contains sufficient detail related to the grant project may also satisfy the plan requirement. Local governments with qualifying plans receive eligibility to apply for grants for five years. If you have not submitted a plan, contact your DNR region CSS for information about how to satisfy this requirement.
3. Nonprofit conservation organizations (NCO's) are eligible to apply to the Stewardship programs for land and rights in land (easement) acquisition projects.
4. An eligible NCO must be a nonprofit corporation, charitable trust or other nonprofit association as described in Section 501(c)(3) of the Internal Revenue Code. It must also have as part of its mission "the acquisition of property for conservation purposes." This mission should be reflected in the bylaws, charter, or incorporation papers of the organization. To learn if your organization is eligible, simply supply the region CSS listed on page 5 with a copy of your IRS 501(c)(3) determination letter, as well as copies of your Articles of Incorporation and Bylaws. In addition to these basic eligibility requirements, an NCO must also be able to demonstrate that it has the financial capacity to carry out a project, as well as the ability to maintain and manage property over time. This determination is made when a NCO applies for a grant for a specific project.
5. School districts are eligible to apply for the federal programs for certain types of projects.
6. Lake sanitary districts and public inland lake protection and rehabilitation districts are eligible for the Stewardship Urban Greenspace Program.
7. Organizations incorporated under s. 181.32, Stats., whose primary purpose is promoting, encouraging or engaging in outdoor recreation trails activities, are eligible to apply for the federal Recreational Trails Act Program.



Eligible Types of Projects

1. Land purchases for public outdoor park and recreation area purposes.



NOTE: The Stewardship grant programs require that all land acquisition and development projects must be for "nature-base outdoor recreation" purposes.

Decisions by the department as to whether a particular project activity is "nature-based outdoor recreation" are made on a case by case basis. "Nature based outdoor recreation" means activities where the primary focus or purpose is the appreciation or enjoyment of nature. These activities may include, but are not limited to, hiking, bicycling, wildlife or nature observation, camping, nature study, fishing, hunting, picnicking, cross-country skiing, canoeing and multi-use trail activities. Support facilities for these activities may include, but are not limited to, access roads, parking areas, camping facilities, support facilities for swimming in a natural waterbody, habitat restoration, utility and sanitation systems, sanitary and shelter buildings, signs, interpretive items, fencing and lighting for the protection of users, and other features that enhance nature-based outdoor recreation and/or improve disabled accessibility.

2. Acquisition of a conservation easement (including the acquisition of development rights) that enhances or provides nature-based outdoor recreation is eligible for funding in the Stewardship Local Assistance Programs. Because of the complexity of easements, the department has developed separate guidelines, including a required easement format, to explain the requirements for eligibility for Stewardship funding. Contact your DNR region CSS for additional information.
3. Land purchases
 - to preserve scenic or natural areas, including areas of physical or biological importance and wildlife areas. These areas shall be open to the general public for outdoor recreation use to the extent that the natural attributes of the areas will not be seriously impaired or lost.
 - within urban areas for such uses as open natural space, play areas, bicycling trails, walking and horseback riding trails, and day-use picnic areas.
 - that preserve or restore urban rivers or riverfronts for the purposes of economic revitalization and nature based outdoor recreation activities.
4. Development and renovation projects for the purpose of nature-based outdoor recreation - e.g., trails, camping areas, picnic areas, water recreation areas, and educational facilities where there is a permanent professional naturalist staff and the facilities are for nature interpretation, etc.
5. Development and renovation of support facilities for the above - e.g., access roads, parking areas, restroom facilities, utility and sanitation systems, permanent landscaping, park signs, fences and lighting for the protection of park users, etc.
6. River shoreline habitat restoration projects that serve public recreation or resource conservation purposes and is dependent on being on a shoreline.
7. River riparian buffer rehabilitation including establishment of native vegetation, which may include slope and site preparation, and control of exotic plant species, that serve public recreation purposes.
8. Shoreline enhancement projects associated with river corridor restoration following dam removal that serve public recreation purposes.
9. River shoreline stabilization, which may employ bioengineering practices, and other environmentally beneficial stabilization techniques.
10. Purchase of land for noncommercial gardening for inhabitants of urbanized areas.
11. For the federal Recreational Trails Act Program:
 - a. maintenance and restoration of existing trails
 - b. development and rehabilitation of trail side and trailhead facilities and trail linkages
 - c. construction of new trails (with certain restrictions on federal lands)
 - d. acquisition of easement or property for trails.

Ineligible Projects

- ⌞ Land acquired through condemnation; development of facilities on lands that were acquired through condemnation.
- ⌞ For the Stewardship programs, purchasing land for and development of recreation areas that are not related to nature-based outdoor recreation - e.g., sports that require extensively developed open space such as dedicated sports fields, swimming pools, tennis courts, playgrounds, skateboard parks, hockey rinks, indoor horse arenas, exclusively motorized trails, and golf courses.
- ⌞ Lands dedicated through a local park land dedication ordinance.
- ⌞ Restoration or preservation of historic structures.
- ⌞ Buildings primarily devoted to operation and maintenance.
- ⌞ Indoor recreation facilities.
- ⌞ Construction or repair of seawalls, dams and lagoons.
- ⌞ Construction of lodges, motels, luxury cabins or similar facilities.

Critical Program Requirements - "**STRINGS**"

The conditions and requirements of the programs are spelled out in the grant agreement, the administrative rules for each program, and in existing state and federal laws that authorize the programs. You'll find the statutory and administrative code references noted for each program within each program's detailed description in the Appendix in this guidebook.



The grant agreement is a legal contract that grant recipients sign containing very specific program requirements and project conditions. It is important to understand that all obligations, terms, conditions, and restrictions of the grant agreement are limitations on the use of the property in perpetuity. Following is a list of some of the major program requirements.

1. **No land can be purchased and no development project started before you have been awarded a grant.** If you need to purchase the property before you receive a grant award, you must obtain a "letter of retroactivity" from your DNR region CSS before the purchase to protect the project's eligibility. If your project is being considered for federal Land & Water Conservation funding, your CSS will also request a letter of retroactivity from the National Park Service. For development projects you may only incur costs prior to the grant award for pre-engineering and project design activities. Make sure you specify these costs on the grant application Cost Estimate Worksheet, Form 8700-14.
2. **Grant recipients have obligations in perpetuity.** Accepting a grant for your project means that you as the grantee are agreeing to the conditions and requirements that are a part of the grant programs and have the obligation to keep the land purchased or site developed for public outdoor recreation in perpetuity.
3. **Grant recipients must maintain legal control and oversight of the property.** Grant recipients need to retain absolute control over the grant property to be capable of complying with grant program obligations and requirements.
4. **Public access is fundamental to the grant programs.** Reasonable public access is required to and upon properties purchased or developed with program funds. When there is a question, the department will determine what is appropriate and reasonable public access for a site, dependent on what outdoor recreation activities the property is going to be used for. Hours of operation should be determined according to the type of area or facility being operated and in relation to the seasons of the year.
5. **Public use should begin ASAP.** The public should get their money's worth in the expenditure of Stewardship and federal funds. When public moneys are used to acquire land for outdoor recreation use, that use should begin as soon as possible – within a few months of its acquisition. The same holds true for development projects on land being acquired with Stewardship and federal funds – they should begin as soon as possible. In the interim prior to development, it is important that the property be open to the public to the greatest extent possible for those recreation uses that the land is capable of supporting with a minimum of public investment. Delayed development should be discussed with the CSS in your region. Public access may be limited during times of project construction.
6. **Development projects bidding & contracts.** Grant recipients must comply with state and federal requirements for bidding and contracts for development projects. These procedures can be complex and require you to properly prepare bid documents to contain required information, publicly advertise for bids, and award contracts to the lowest qualified bidder. Federal bidding requirements must be followed on all federally funded projects. You should consult with your attorney to ensure that you are in compliance with these requirements.
7. **Site maintenance.** All areas acquired or developed with federal or state funds must receive adequate maintenance to ensure continuing public use in a safe and sanitary manner.

8. **No non-outdoor recreation uses.** Non-outdoor recreation uses are not allowed on grant properties. This includes construction of structures such as fire stations, streets/highways, civic centers, libraries, museums, water towers, indoor recreation facilities, and communication towers, or non-recreation use of sites such as for a landfill. To prevent problems down the road that jeopardize the funding you received, it's a good idea to thoroughly review future community needs when determining project boundaries at application time.
9. **Selling or leasing a part of the grant property, or executing an easement on a portion of or all of the property is generally prohibited.** The department or federal government (for federally assisted projects) may approve the following exceptions depending on the details of the situation and whether the impact of the use to the property is outweighed by the future recreation benefit to the public.
- Short term (less than a year) continuation of an existing lease that the property sale is contingent on.
 - Leasing a part of a property for agricultural purposes for five years or less in an interim time period when development must be delayed or when it is a contingency of the sale.
 - Granting control or partial control of land for public roads, powerline rights-of way. Underground utilities such as pipelines, sewer and water lines may be allowed depending on the impact of the action on the recreation resource with department (and the federal government, if federal funds used) approval. Land lost to outdoor recreation for any of these reasons must be replaced with property of equal or greater recreational value and utility. Please contact your regional CSS before granting any control over or under assisted property.
 - Leasing the property to the private sector for development and/or operation of an outdoor recreation facility requires department and/or federal government approval prior to executing any agreement. Contact your regional CSS to review requirements associated with leasing arrangements before beginning negotiations.
10. **Project income.** Income received from a property receiving a grant must be used to further the objectives of the project as stated in the grant agreement. Income must be kept in a segregated account and used for purposes compatible with the goals and objectives of the grant program. The department may request an annual income and expenses report for the segregated account. If you anticipate selling any structures or improvements that were included in the acquisition cost, one half of all receipts shall be reimbursed to the department or deducted from the reimbursement.
11. **All projects must comply with the Americans with Disabilities Act** as well as other federal civil rights regulations. ADA requires that all aspects of each project be accessible or "barrier free".

There are fundamental differences in how accessibility in the outdoors is accommodated compared to indoors or the built environment. While restrooms, shelters, interpretive centers, and parking lots, for example, need to follow detailed ADA guidelines, other improvements such as trails, boat landings and swimming beach areas, for example, do not necessarily need to follow indoor or built environment ramp grades or surfacing requirements.



A good rule of thumb to follow is that anything constructed must not make the outdoor experience anymore difficult than what occurs naturally. Mother Nature does not have to comply with ADA, but you do! For specific guidance on outdoor accessibility issues, contact your DNR Region CSS.

12. **Historic Preservation Requirements.** State and federal regulations require that all assisted projects comply with historic preservation requirements. Federally funded projects must be reviewed by the State Historic Preservation Officer (SHPO) and applicable Tribal Historic Preservation Officers. State funded projects are subject to review by the Department of Natural Resources. In some cases, you may be required to conduct an archeological survey prior to receiving a grant award. Your DNR Region CSS can assist you with satisfying these requirements.

13. **Federal Program Requirements.** Grant projects funded with federal funds require sponsors to comply with federal guidelines, some of which exceed those requirements for state funded programs such as the Stewardship Program. Should your project be selected to receive a federal grant, you will be provided with information on federal grant requirements.

14. **User Fees.** Reasonable user fees may be charged by the sponsor to offset operation and maintenance costs. A different fee may be charged to residents or nonresidents as long as the nonresident fee does not preclude use by the nonresidents or exceed 1.5 times the resident fee.

15. **Inspections.** In general, inspections to monitor compliance with the grant program requirements rests with you, the sponsor. The sponsor is responsible for the day-to-day operation and maintenance of the area or facility and, therefore, should make inspections as needed to ensure compliance. In some cases we will ask you to perform an inspection by completing a questionnaire form. The Department of Natural Resources and the National Park Service reserve the right to conduct compliance inspections. You will be contacted in person or by letter if a problem is noted.



16. **Retention of records.** All required documents used to substantiate your financial claim(s) through these

17. **Overhead power lines.** All electrical or communication lines must be installed underground. Existing lines must be buried, removed, or relocated as necessary. Future lines must be underground. The sponsor may be required to provide cost data to evaluate the disposition of proposed or existing electrical or communication lines.

18. **Other Applicable Laws.** There may be other state laws or Federal Executive Orders which may affect your project - for example, Historic Preservation, Americans with Disabilities Act, Endangered Species, Water Regulatory Permits, Farmland Preservation, state or national Environmental Policy Act, Wetland Preservation, and Construction Erosion Control. Ask your DNR region CSS about compliance with these laws or orders before you submit your application.

19. **Brownfields Site Properties.** You may be able to obtain financial assistance for acquisition or development of contaminated property for recreation purposes. However, because of the complex nature of contaminated property in relation to the grant program requirements, discuss your project early on with the DNR regional CSS to determine the feasibility of grant assistance for the project. These grant programs do not reimburse clean up costs.

FINANCIAL INFORMATION – ALL PROGRAMS

Level of Grant Assistance – up to 50%

For all grant programs grant awards cover up to 50% of eligible project costs.

Financial Reimbursement. Payment of a grant award takes place on a reimbursement basis. For full payment the project sponsor must incur costs for work actually completed and then file a claim for reimbursement. A 50% advance payment of the grant award may be available. Reimbursement is not permitted for work that takes place prior to project approval except for pre-award engineering and appraisal costs. (Approval is a project agreement signed by the Department and the sponsor.) The project sponsor listed on the grant agreement is responsible for administering the project including bidding for contractual services and paying for grant project costs.



Important: All contracts and payment of expenditures must be processed through the grant project sponsor's financial system. You should talk to your DNR region CSS if this will not be the case.

Eligible Land Acquisition (or Rights In Land) Costs

1. Eligible costs for grant calculation purposes include the fair market value of the property as determined by DNR approved appraisals or the actual purchase price, whichever is less.
2. For nonprofit applicants, eligible acquisition costs are based solely on the fair market value of the property as determined by DNR approved appraisals
3. For the Stewardship Program Only - reasonable costs for the following items related to the purchase of property may be eligible for up to 50% reimbursement if included as part of the grant application:
 - ◆ Cost of Appraisal(s)¹ ∪ Land Surveys ∪ Recording Fees
 - ◆ Approved Relocation payments ∪ Title Evidence
 - ∪ Environmental Inspections & assessments
 - ∪ Required Historical & Cultural Assessments (archeological surveys)
4. Grant Calculation Exception For the Stewardship Program. If the seller of the property you are buying has owned the property for three years or less the value of the land is determined by a different calculation method based on the acquisition price originally paid by the seller. Contact your region CSS for details on determining eligible land acquisition costs when this is the case.
5. For the Land & Water Conservation Fund Program, approved relocation costs are the only other acquisition costs eligible for grant assistance.

Ineligible Land Acquisition Costs

- ∪ costs for administration of the project ∪ attorneys fees ∪ environmental clean up costs ∪
- brokerage fees paid by the buyer ∪ real estate transfer taxes
- ∪ interest costs on installment purchases ∪ other costs not identified above.

Eligible development costs include necessary:

Labor costs, including force account² labor and contractual services costs directly related to and required for completing the project. Costs shall be based on the actual wage or services rate paid, including salary and fringe benefits

1. Direct costs for materials and equipment used for project-related purposes over their useful life.
2. Materials and services purchased by the sponsor may be credited as eligible expenditures. Examples of material/service purchases for outdoor recreation projects include hardware, paint, lumber, sand/gravel, concrete, landscape materials, signs, design/engineering services, archeological survey services, and contractor services (small expendable tools like a paintbrush may be included). Materials and services purchased for the operation and maintenance of the project site are not eligible.
3. Leased equipment costs used for project related purposes. Costs for the use of equipment owned by the sponsor may not exceed the Department of Transportation's county highway rates.
4. Engineering or planning fees to complete the project. These costs may be retroactive.
5. Construction contract costs directly related to and required to complete the project.
6. Bid advertisements and developing bid specifications.

Ineligible development costs include:

1. Costs incurred prior to or after the grant project period. Pre-engineering costs are not eligible in the Recreation Trails Program.
2. Administrative costs of the sponsor or consultant such as paper work associated with the project, including indirect costs; indirect costs are typically incurred for multiple purposes.

¹ Properties valued over \$200,000 require two appraisals; when this is the case the sponsor commissions and pays for the first appraisal (not eligible for reimbursement for grant purposes), the department commissions and pays for the second appraisal. If only one appraisal required the sponsor commissions and pays for it and then can request up to 50% reimbursement of costs.

² Force Account expenses - employee labor, (including fringe benefits), equipment use or time, and the use of materials from the sponsor's inventory

Examples of indirect costs include, but are not limited to, utilities, administrative salaries, postage, and other expenses that are not supported by time reports or other documentation that identifies the expenditure as directly assignable to the Stewardship project.

3. Costs to prepare the Stewardship Grant application, complete, or amend a Comprehensive Outdoor Recreation Plan.
4. Costs to cover items that are not required for development of a basic facility, as determined by department or are not included in the scope of the grant agreement.
5. Financing costs associated with the project.
6. Costs not documented by an invoice and a canceled check, or other conclusive proof of payment.
7. Costs incurred by a sponsor because of a contractor's breach of contract.
8. Costs previously reimbursed from another grant source.

Local Share (grant match) of Project Costs

The local share of a project is defined as the portion of the acquisition or development cost that is not funded by the state or federal grant program.

Eligible sources of your local share may include:

1. Cash from the project sponsor and force account labor, equipment, and materials
2. Cash donated by a third party – foundations, organizations, businesses, individuals
3. Grants or contributions from foundations, organizations, businesses and private individuals
4. For the Stewardship grant programs, funds from the federal government. There may be some exceptions for Urban River grants. For the federal programs funds from state programs.
5. Donations of volunteer labor, services, materials, equipment rental
6. Donations of land from a third party if the contribution was made within 3 years prior to the acquisition or the development project, and the property is eligible for the particular grant program. NOTE: Lands acquired from developers through local park land dedication ordinances are not eligible for use as a donation.

Donations of Land from a Third Party as Local Share (grant match)

Using the value of donated property as sponsor match instead of cash is an excellent way for project sponsors to reduce the amount of cash they need to raise for either a land acquisition or development project. 50% of the fair market value of a donation of property from a third party may be used as all or part of the local match. The sponsor retains title to the donated property, but the property becomes part of the grant program. There are, however, some limitations on using property donations for sponsor match:

1. The donated property must meet the criteria of the same grant program as the parcel being acquired or as the development project. The contribution of property must be made within 3 years of the acquisition or the grant application date for development projects.
2. All donated property used as sponsor match is covered by the grant agreement and thus is subject to the same program requirements and conditions as the purchased property.
3. Land donations must be included as a part of the project application and may not be considered after a grant has been awarded. Land to be donated must be in "private" ownership and from a third party. The land may not have been previously dedicated to public outdoor recreation. Lands obtained through a subdivision parkland dedication ordinance are not eligible for donation purposes.
4. Land can be donated in one area to support a project in another area within the same political subdivision or cooperating agency.
5. The value of the donated property is determined by an appraisal that meets DNR standards.
6. The project sponsor cannot receive more in grant funds than the amount of cash it actually needs for the purchase. If the value of the donated property is more than the amount of cash needed for the purchase, then any residual value from the donation which is left over may be credited to a subsequent application if it is submitted in the same fiscal year or the next one.

IMPORTANT: The rules surrounding property donations can be confusing at first glance and you will want to discuss your particular situation with your region CSS.

Donations of Volunteer Labor, Services, Materials, and Equipment Rental as Local Share (grant match)

Donations may account for up to 50% (the amount of the local match) of total eligible project costs. We encourage donations to project sponsors by private parties. There may be many individuals who are willing to contribute their time and energy for free. These donations, which usually consist of labor, equipment use, services, land, or materials may be used to reduce the sponsor's financial obligation. For instance, the Jaycees may volunteer to construct the walking trail in a project. Their time can be counted toward the local share of the project, provided it is properly accounted for. At the time you receive your grant award, a financial manual with forms will be included to help you document the volunteer contributions. Talk to your region CSS to understand the requirements surrounding use of donations and how they can maximize the funding of your project.

Requesting Reimbursement and the Audit Process

Payment of grant funds is on a reimbursement basis. You must first pay for your project costs then submit a reimbursement claim under the terms of the grant to the region CSS within 6 months of the project period end date shown on the grant agreement. In some programs a 50% advance payment of the grant award is available.



The reimbursement claim process requires you to submit detailed information about the eligible costs that you incurred during your project including bidding information, copies of service contracts, detailed invoices, and copies of canceled checks. Grant recipients receive a financial manual containing reimbursement claim information as part of their grant award materials.

Once received, reimbursement claims are reviewed by department staff to ensure that the costs claimed were for items included in the scope of the project, within the grant agreement time period, and meet the eligibility requirements of the program. In addition, site inspections will be conducted on development projects to insure that the items being claimed for reimbursement have been completed as expected from the project application and grant agreement scope. After the review is completed the payment is made.

APPENDIX

1. Individual Grant Program Descriptions
2. Project Selection Rating & Ranking Questions
3. Wisconsin Population Centers Statistics for use with Rating Questions
4. Putting Together Your Application
 - a) Sample Application Project Narrative
 - b) Project Boundary Map & Legal Description Requirements and Example
 - c) Site Development Plan Requirements and Example
 - d) Land Management Plans Required for Urban Greenspace Projects
 - e) Application Instructions and Forms**
 - f) Local Resolution for Outdoor Recreation Aids Format

****Note:** Fillable and downloadable application forms are available on the DNR website – www.dnr.wi.gov Scroll down to “go directly to a program” and select “Community Financial Assistance”. Follow the menu choices for “Stewardship” or “Forms” – “Stewardship”.

PROGRAM DESCRIPTIONS

When reviewing the following grant program descriptions, remember, your region CSS will help you to determine which programs best fit your projects. In addition, the program priority rating questions are provided for information purposes. Your region CSS is responsible for rating individual projects.

STEWARDSHIP LOCAL ASSISTANCE GRANTS

The new Stewardship Program is a \$60 million/year umbrella for a number of separate subprograms, each with its own goals, priorities, and criteria related to conservation and expanding outdoor recreation opportunities. The program provides funds through general obligation borrowing. The state of Wisconsin sells bonds to investors to raise the funds, then pays back the debt over the next 20 years. This spreads the cost over time so it can be shared with future users of public lands. The local assistance grants subprogram provides funding for the acquisition of land (including rights in land) and development of recreation areas for nature-based outdoor recreation purposes.

Funds Available. Up to \$8 million a year for ten years is allocated to the local assistance grant programs. Currently these funds are allocated 50% to Acquisition & Development of Local Parks, 20% to Urban Rivers, 20% to Urban Green Space, and 10% to Acquisition of Development Rights.

Level of Assistance. Grant Awards are available for up to 50% of eligible project costs.

Individual Program Information. Through the Local Assistance grant programs, the department awards grants for projects that benefit the public and meet the goals and criteria of the individual grant programs. Some of the general criteria that the department considers in all four programs when evaluating projects include whether the project:

- Leverages state funds with local dollars and private donations
- Has regional or statewide significance versus a more local focus.
- Is an existing or large project being pursued in collaboration with others where the multiple acquisition of adjacent parcels will provide greater benefit for natural resource conservation or recreational opportunity than single parcel projects.
- Consists of land that is threatened by development or other conversion of land use
- Is a good prospect for success in a reasonable time frame

Following is information about each of the grant programs that will help you to get a sense of what types of projects are eligible in each of the programs and the criteria that are used to evaluate projects in relation to each other. See the project rating questions in the appendix to see how the criteria listed below are applied to projects during the rating and ranking process.

A. ACQUISITION AND DEVELOPMENT OF LOCAL PARKS (ADLP)

S. 23.09(20), Wis. Stats.; ch. NR 51, subchap. XII, Wis. Adm. Code

Funds are available to acquire land, rights in land, and develop public outdoor recreation nature-based outdoor recreation purposes. Funds are allocated on a DNR regional basis so applicants compete only against other applicants located in their region.



Program Goal: To enhance the quality of life for Wisconsin residents and visitors by expanding the opportunities for outdoor recreation in local parks and recreation areas.

Funding Criteria for Evaluating Projects (not in priority order):

- 4 Implements priorities contained in state and local comprehensive outdoor recreation plans
- 4 Meets needs and deficiencies identified in the Statewide Comprehensive Outdoor Recreation Plan, the approved local comprehensive outdoor recreation plan, or the approved comprehensive outdoor recreation plans of other units of government including regional or integrated management plans
- 4 Acquires land where a need for additional land acquisition is supported by an approved comprehensive outdoor recreation plan
- 4 Is regional or statewide in nature and can be documented as such
- 4 Documentation shows benefits to tourism
- 4 Results in a first of a kind facility for the project sponsor or service area
- 4 Provides or supports a water-based activity
- 4 Serves the greatest population
- 4 Involves volunteers, local donations or cooperation by two or more service clubs
- 4 Applicants that have never received an outdoor recreation program grant
- 4 Provides for completion of a project already started where the sponsor has shown the ability to provide quality outdoor recreation facilities for its citizens without grant assistance
- 4 Sponsor has completed prior LWCF, ADLP, UGS, URGP or projects successfully
- 4 Involves two or more governmental agencies
- 4 Serves as a demonstration project for other project sponsors
- 4 Corrects a documented health or safety problem
- 4 Renovates existing facilities which are in danger of being lost for public use
- 4 Sponsor is able to adequately maintain and operate the area or facility
- 4 Provides multiple season, multiple activity use
- 4 Serves the recreation needs of elderly persons, minorities and disabled persons. Facilities provided must exceed those required by state or federal regulations



Eligible Project Examples

1. Land acquisition projects that will provide opportunities for nature-based outdoor recreation.
2. Property with frontage on rivers, streams, lakes, estuaries and reservoirs that will provide water-based outdoor recreation.
3. Property that provides special recreation opportunities, such as floodplains, wetlands and areas adjacent to scenic highways.
4. Natural areas and outstanding scenic areas where the objective is to preserve the scenic or natural values, including areas of physical or biological importance and wildlife areas. These areas shall be open to the general public for outdoor recreation use to the extent that the natural attributes of the areas will not be seriously impaired or lost.
5. Land within urban areas for day-use picnic areas.
6. Land for nature-based outdoor recreation trails.
7. Support facilities for swimming in a natural waterbody, including beaches, swimming areas and bathhouses.
8. Fishing and hunting facilities, such as fishing piers and trails.
9. Boating facilities such as launching ramps and docks.
10. Observation and sightseeing facilities such as overlooks, turnouts and trails.

11. Picnic facilities, including tables, fireplaces, restrooms, shelters and paths.
12. Camping facilities, including tent and trailer sites, restroom and shower facilities, tables and fireplaces.
13. Winter sports facilities, such as slopes and trails for sledding and tobogganing, cross-country ski trails, and facilities for ice skating, and warming facilities.
14. Urban recreation areas, such as undeveloped play areas, bicycling trails, walking and horseback riding trails.
15. Support facilities, including entrance and circulation roads, utility and sanitation systems, erosion control work, parking areas, toilet buildings and educational facilities where there is a permanent professional naturalist staff and the facilities are for nature interpretation.
16. Renovation or redevelopment of existing nature-based outdoor recreation facilities or areas which have received adequate and regular maintenance but are impaired, or have become outmoded.
17. Habitat restoration projects.
18. Permanent landscaping and burial of overhead wires.
19. Open shelters and multi-purpose shelter buildings that support a nature-based outdoor recreation activity.
20. Fences and lighting for the protection of park users.
21. Park signs.



Ineligible Project Examples

1. Projects that are not supported by a local comprehensive outdoor recreational plan
2. Restoration or preservation of historic structures.
3. Acquisition and development of areas and facilities that do not meet the definition of nature-based outdoor recreation specified in s. NR 51.002, such as spectator sports, playgrounds, swimming pools, dedicated sports fields, tennis courts, hockey rinks, skateboard parks, and indoor horse arenas.
4. Development of areas and facilities to be used for professional athletics.
5. Development of amusement facilities, waterslides or the construction of facilities that are only marginally related to nature-based outdoor recreation.
6. Construction of park employee residences.
7. Development of areas and facilities to be used solely for game refuges or fish production purposes unless they are open to the public for general compatible recreation use, or if they directly serve priority public outdoor recreation needs identified in the Statewide Comprehensive Outdoor Recreation Plan.
8. Construction of lodges, motels, luxury cabins or similar facilities.
9. Development projects in previously undeveloped recreation areas which consist solely of support facilities, unless the facilities are clearly required for proper and safe recreational use of the area.
10. Buildings primarily devoted to operation, maintenance or indoor recreation.
11. Acquisition and development of golf courses.

B. URBAN RIVERS

S. 30.277, Wis. Stats.; ch. NR 51, subchap. XIV, Wis. Adm. Code

Funds are available to acquire land, rights in land, or develop shoreline enhancements on or adjacent to rivers that flow through urban or urbanizing areas, in order to preserve or restore urban rivers or riverfronts for the purposes of nature based outdoor recreation activities. Funds are allocated statewide so applicants compete against other applicants statewide in the project selection process.



Program Goal: To improve the quality of urban waterways and riverfronts through preservation, restoration, or enhancement which will encourage economic revitalization and expanded outdoor recreational opportunities that involve enjoyment of the state's natural resources.

Funding Criteria for Evaluating Projects (not in priority order):

1. Acquires land or land rights that preserve or restore natural values, including aesthetic values, and enhance environmental quality along urban waterways.
2. Provides new or expanded diverse recreational opportunities to all segments of urban populations.
3. Provides new or expanded access to urban waterways.
4. Acquires blighted lands that will be restored to complement riverfront redevelopment activities.

5. Encourages comprehensive riverway planning within and between municipalities and other agencies.
6. Provides opportunities for increasing tourism.
7. Acquires lands that through proper management will improve or protect water quality.
8. Projects that are ready to be implemented.



Eligible Projects

1. **Land acquisition** projects that preserve or restore urban rivers or riverfronts for the purposes of economic revitalization and nature based outdoor recreation activities
2. **Shoreline enhancements** – development or habitat restoration projects that serve public recreation or resource conservation purposes and are dependent on being on a shoreline including:
 - a. Projects that support nature-based outdoor recreation activities.
 - b. Riparian buffer rehabilitation including establishment of native vegetation, which may include slope and site preparation, and control of exotic plant species.
 - c. Shoreline stabilization, which may employ bioengineering practices, and other environmentally beneficial stabilization techniques.
 - d. Engineering and design costs for approved shoreline enhancement projects.
 - e. Removal of seawalls, retaining walls, overhead wires, roads, buildings and levees.
 - f. Open shelters, multi-purpose shelter buildings and primitive campsites.
 - g. Fences for protection of park users.
 - h. Lighting for public safety.
 - i. Park signs.
 - j. Shoreline access
 - k. Shoreline enhancement projects associated with river corridor restoration following dam removal shall receive a priority for funding.



Ineligible Projects:

1. Construction or repair of seawalls and lagoons, and environmental remediation or clean-up of site contamination.
2. Dredging projects unless the dredging is incidental to the overall project.
3. Land to be used for non-nature based outdoor recreation.

C. URBAN GREENSPACE

S. 23.09(19), Wis. Stats.; ch. NR 51, subchap. XIII, Wis. Adm. Code

Funds are available to acquire lands to provide natural space within or near urban areas, protect scenic or ecological features, and to provide land for nature-based outdoor recreation, including noncommercial gardening. Funds are allocated statewide so applicants compete against other applicants statewide in the project selection process.



Program goal: To enhance the quality of life for Wisconsin urban dwellers by providing open natural space within or in proximity to urban development

Funding Criteria for Evaluating Projects (not in priority order):

- a) Planning considerations include projects that:
 - a. specifically implement a priority of the Statewide Comprehensive Outdoor Recreation Plan.
 - b. implement the approved master plans of 2 or more units of government or regional planning agencies.
 - c. preserve land that is listed on the natural heritage inventory database.
 - d. implement elements of water quality plans or initiatives.
- b) Project considerations include land that:
 - a. serves the greatest population centers.

- b. serves areas of rapidly increasing populations.
 - c. is accessible, where accessibility is appropriate.
 - d. has unique natural features, threatened or endangered species, or significant ecological value.
 - e. provides open natural linear corridors connecting open natural areas.
 - f. has water frontage.
 - g. contains or restores wetlands.
 - h. protects sensitive wildlife habitat.
 - i. protects an area threatened by development.
 - j. preserves a natural community or site that could be restored to a natural community.
 - k. can be shown to be of regional or statewide significance.
 - l. related to brownfields redevelopment.
- c) Administrative considerations include projects that:
- a. are ready to be implemented.
 - b. continue eligible acquisition projects previously started.

NOTE: In addition, applicants for the UGS program must provide a management plan describing how the property will be managed as urban green space.



Eligible Land Acquisition Projects

1. Implement priorities contained in local master plans
2. Acquire land for open natural space within or in proximity to urban development
3. Protect areas or naturally formed features that have scenic, ecological or other natural values.
4. Provide land for noncommercial gardening for inhabitants of urbanized areas.



Ineligible Projects

1. Development projects
2. Land to be used for non-nature based outdoor recreation purposes

D. ACQUISITION OF DEVELOPMENT RIGHTS

S. 23.09(20m), Wis. Stats.; ch. NR 51, subchap. XV, Wis. Adm. Code



The newest Stewardship initiative making funds available to acquire development rights (easements) in areas where restrictions on residential, industrial or commercial development would enhance nature based outdoor recreation.

Program Goal: To acquire development rights for the protection of natural, agricultural, or forestry values that would enhance nature based outdoor recreation opportunities.

Funding Criteria for Evaluating Projects (not in any priority order):

- 4 Has frontage on a river, stream, lake, or estuary
- 4 Creates a buffer between land that has been permanently protected for natural resource and conservation purposes and potential or existing residential, commercial or industrial development
- 4 Is within the boundary of a large acquisition project established by the department, a governmental unit or a nonprofit conservation organization, where the uses of the property will complement the goals of the project and the stewardship program.
- 4 Is within an environmental corridor that connects two or more established resource protection areas.
- 4 Provides or enhances nature-based outdoor recreation opportunities
- 4 Is in proximity to other permanently protected land
- 4 Protects areas of natural, scenic, geological, or archaeological value
- 4 Acquires land threatened by increasing development pressures.



Eligible Projects

Acquire the development rights on land that will provide nature-based outdoor recreation or enhance it by providing a buffer to permanently protected lands.



Ineligible Projects

Acquiring the development rights on land that does not provide or enhance nature-based outdoor recreation.

FEDERAL PROGRAMS

A Word About Federal Programs in Comparison to the Stewardship Program

The Land and Water Conservation Fund (LWCF) and Recreational Trails Act (RTA) programs fund projects that are similar to the Stewardship Local Assistance Grant programs. The primary difference is that the LWCF and RTA programs are not restricted to nature-based outdoor recreation projects. In these programs nature-based outdoor recreation projects do compete against projects with non-nature based recreation elements for LWCF funds.



LAND AND WATER CONSERVATION FUND (LWCF)

Public Law 88-578, ch. NR 50.06, Wis. Adm. Code

Program Goal: To encourage nationwide creation & interpretation of high quality outdoor recreational opportunities. The program funds both state and local outdoor recreation activities.

Eligible Applicants. Political subdivisions of the state (towns, villages, cities, counties, tribal governments, school districts) are eligible to apply for grants for acquisition and/or development of public outdoor recreation areas and facilities.

Funding Criteria for Evaluating Projects (not in priority order):

- 4 Relationship to the Statewide Comprehensive Outdoor Recreation Plan; Activities must be in locally approved plans
- 4 Regional or statewide in nature
- 4 Acquires land where a plan supports need
- 4 Provides or enhances water-based activity
- 4 Serves the greatest populations
- 4 Involves other local government's, cooperation, volunteers, local donations
- 4 First time applicants
- 4 Sponsor has completed past projects
- 4 Provides multi-season, multi activity use
- 4 "Nature based" restriction does not apply
- 4 Basic over elaborate facilities
- 4 Participant over spectator facilities

Eligible Projects

1. Land Acquisition

2. Development of recreational facilities
3. See eligibility list for Stewardship Acquisition & Development of Local Parks Program; also, projects with non-nature based outdoor recreation elements may be funded with LWCF funds.

RECREATIONAL TRAILS ACT (RTA)

Public Law 102-240, ch. NR 50.21, Wis. Adm. Code

The Recreational Trails Program provides funds through the transfer of federal gas excise taxes paid on fuel used in off-highway vehicles. These funds are used to develop and maintain recreational trails and trail-related facilities for both motorized and non-motorized recreational trail uses. This federal program was initially authorized in 1991 and was re-authorized in 1998 under the Transportation Equity Act for the 21st Century (TEA - 21).



RTA funds may only be used on trails which have been identified in or which further a specific goal of a local, county or state trail plan included or referenced in a statewide comprehensive outdoor recreation plan required by the Federal LWCF Program. 30% of the funds must be used on motorized trail uses, 30% on non-motorized trail uses and 40% on diversified (multiple) trail uses. See Trail Use Funding Category Definitions below.

Eligible Applicants. Towns, villages, cities, counties, tribal governing bodies, school districts, state agencies, federal agencies or incorporated organizations are eligible to apply for funds. Incorporated organizations are those that are incorporated under s. 181.32, Stats., whose primary purpose is promoting, encouraging or engaging in outdoor recreation trails activities.

Eligible Projects and Funding Priorities. Eligible projects in order of priority are: maintenance and restoration of existing trails, development and rehabilitation of trailside and trailhead facilities and trail linkages, construction of new trails (with certain restrictions on federal lands³), and acquisition of easement or property for trails.

Trail Use Funding Category Definitions.

Non-Motorized (30%) –

1. Nonmotorized project for a single use: projects that benefit only one mode of nonmotorized recreational trail use, such as pedestrian only or equestrian only; projects serving various pedestrian uses (eg, walking, hiking, wheelchair use, running, nature interpretation, etc.) constitute a single use; human powered snow uses (skiing, snowshoeing, etc. constitute a single use.
2. Nonmotorized diverse use: projects that benefit more than one mode of nonmotorized recreational trail use such as walking, biking, and skating or pedestrian use in summer and skiing in the winter.

Motorized (30%)

1. Motorized project for a single use: projects that benefit only one mode of motorized recreational use, such as snowmobile trail grooming. The project may also benefit some non-motorized uses, but the primary intent must be for the benefit of motorized use.
2. Motorized diverse use: projects that benefit more than one mode of motorized recreational trail use such as motorcycle and ATV, ATV use in the summer and snowmobile use in the winter; projects that also benefit some nonmotorized uses as long as the primary intent is for the benefit of motorized use.

Diversified (40%)

1. Nonmotorized diverse use (see above under “Nonmotorized”)
2. Motorized diverse use (see above under “motorized”)

³ Construction of new trails crossing federal lands only where permissible under other law, necessary and required by a statewide comprehensive outdoor recreation plan, approved by the department and the administering federal agency and consistent with applicable federal land management plans and policies.

3. Diverse use including both motorized and nonmotorized uses. A project where the primary intent is for the benefit of **both** nonmotorized and motorized (eg, the primary beneficiary is not motorized); also includes when the nonmotorized and motorized uses are separated by season (equestrian use in the summer and snowmobile use in the winter). Other examples – a common trailhead project serving separate ATV and bicycle trails; purchasing a machine to groom both snowmobile and cross-country ski trails.

RECREATIONAL TRAILS ACT

Project Rating Questions

Project will qualify as:	Motorized	Non-motorized	Diversified
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Select all applicable answers per question. Maximum point value for each section is given at the end of each main question. Some sections may be left unanswered thereby leaving zero values.

A. PLANNING CONSIDERATIONS

1. Is the project supported by or included in a:

Maximum pts. (4)

The project is specifically referenced as a project to be implemented in the Local, _____ Regional, or
Statewide Recreation Plan

a) Local Recreation Plan (1)

Pts. _____

b) Regional Recreation Plan (2)

Pts. _____

c) Statewide Recreation Plan (SCORP) (1)

Pts. _____

B. PROJECT CONSIDERATIONS

1. Is the trail sited on suitable soils and grades, designed to prevent erosion and suitably mitigated in problem areas? (1)

Pts. _____

The trail must be laid out in a manner which will result in the least amount of erosion problems by following topographical contours, and placing the trail on stable soils. The trail must be designed to eliminate soil erosion problems and when necessary catch soil erosion run-off through the trail design.

2. Does the project involve the acquisition, development or maintenance of a trail on an abandoned rail corridor? (2)

Pts. _____

The trail is located on an abandoned railroad corridor

3. Does the sponsor provide or support a trail patrol associated with the proposed trail? (1)

Pts. _____

The sponsor either (1) provides a voluntary courtesy trail patrol or a paid trail law enforcement patrol or (2) supports a voluntary courtesy trail patrol or paid law enforcement patrol through a written agreement.

FOR THE FOLLOWING SECTIONS, ANSWER QUESTIONS ONLY IN THE SECTION(S) WHICH DESCRIBES YOUR PROJECT (Motorized, Non-motorized, Multiple/Compatible)

C. MOTORIZED PROJECTS

1 Is the type of trail project:

Choose one only, Maximum pts. (8)

Pts. _____

The trail is placed in a category listed below. Only one category can be chosen.

a) Rehabilitation (8)

b) Maintenance (7)

c) Development (4)

d) Acquisition (1)

2. Can the Sponsor demonstrate the ability to carry out a trail project? (1)

Pts. _____

The Sponsor must describe in the narrative how and with what type of funds the _____ project will be implemented. If the sponsor has not constructed or maintained a trail, describe any organizational efforts that would indicate the group's ability to successfully carry out a trail project.

3. Will the project promote safe trail use? Maximum pts. (6)

a) Proposed trail does not use any roadway or road right-of-way. (3)

Pts. _____

The trail is located completely off road and does not encroach on any road right-of-way. An example would be a trail located completely in a county forest that does not use any roads as part of the trail.

- b) Proposed trail does not contain any at-grade roadway bridge crossings. (2)

The trail will not cross a roadway bridge(s) that require the operator to use any part of the road or road shoulder to access the bridge deck.

Pts. _____

- c) Proposed trail does not contain any at-grade roadway crossings. (1)

The trail will not cross a roadway.

Pts. _____

4. Does the project contain donations or volunteer labor? Maximum pts. (3)

- a) The project involves a friends group or a group of volunteers sponsoring and supporting the project. (2)

Discuss in the project narrative how civic groups, citizen volunteers, snowmobile clubs, etc. will be involved in the trail project.

Pts. _____

- b) A minimum of 25% of the total project cost is provided through donations or volunteer labor. (1)

A minimum of 1/4 of the Sponsor's match against grant money must come from any single or combination of donations of materials, services, or volunteer labor.

Pts. _____

5. Does the trail provide for more than one motorized activity?

Maximum pts. (4)

- a) Trail provides for more than one motorized use at the same time. (2)

The trail must accommodate two different types of motorized activities at the same time. An example would be a trail that allows ATV and four wheel drive vehicles on the trail at the same time.

Pts. _____

- b) Trail provides for more than one motorized use during different seasons. (2)

The trail shares uses depending on the season. An example would be motorcycle use in the spring, summer, and fall and snowmobile use in the winter.

Pts. _____

6. Does the trail provide year around use? (2)

Trail provides for motorized use for both winter and summer.

Pts. _____

7. Does the trail link with other trails to form a trail or lead to another trail system?

Maximum pts. (3)

- a) Trail links with other trails or leads to another trail system. (3)

The trail on which the project is located is connected to other trails and is not self contained.

Pts. _____

- b) Trail continues the development of a trail that does not connect to other trails. (2)

The trail is self-contained or a closed trail system.

Pts. _____

8. Is the trail project located on land where the control of the trail corridor is long term?

Maximum pts. (3)

- a) Trail is located on public land or private land with a minimum 20 year use period. (3)

Trails on private land must be protected with a 20 year easement.

Pts. _____

- b) Trail corridor is on private land with a use period at least 3 years but less than 20 years. (2)

Trails on private land must be protected with an easement that is at least 3 years but less than 20 years.

Pts. _____

D. NON-MOTORIZED PROJECTS

1. Is the type of trail project:

Choose one only, Maximum pts. (8)

The trail is placed in a category listed below. Only one category can be chosen.

- a) Rehabilitation (8)

Pts. _____

- b) Maintenance (7)

Pts. _____

- c) Development (4)

Pts. _____

- d) Acquisition (1)

Pts. _____

2. **Can the Sponsor demonstrate the ability to carry out a trail project?** (1) Pts. _____
 The Sponsor must describe in the narrative how and with what type of funds the project will be implemented. If the sponsor has not constructed or maintained a trail, describe any organizational efforts that would indicate the group's ability to successfully carry out a trail project.
3. **Will the project promote safe trail use?** Maximum pts. (6)
- a) Proposed trail does not contain any roadway or road right-of-way. (3) Pts. _____
 The trail is located completely off road and does not encroach on any road right-of-way. An example would be a trail located completely in a county forest that does not use any roads as part of the trail.
- b) Proposed trail does not contain any at-grade roadway bridge crossings (2) Pts. _____
 The trail will not cross a roadway bridge(s) that require the trail user to use any part of the road or road shoulder to access the bridge deck.
- c) Proposed trail does not contain any at-grade roadway crossings (1) Pts. _____
 The trail will not cross a roadway.
4. **Does the project contain donations or volunteer labor?** Maximum pts. (3)
- a) The project involves a friends group or a group of volunteers sponsoring and supporting the project. (2) Pts. _____
 Discuss in the project narrative how civic groups, citizen volunteers, snowmobile clubs, etc. will be involved in the trail project.
- b) A minimum of 25% of the total project cost is provided through donations or volunteer labor. (1) Pts. _____
 A minimum of 1/4 of the Sponsor's match against grant money must come from any single or combination of donations of materials, services, or volunteer labor.
5. **Is the trail project located close to high population areas?** (1) Pts. _____
 Project serves a County population estimated to be over 50,000.
- E. MULTIPLE/COMPATIBLE USE PROJECTS
1. **Is the type of trail project:** Choose one only, Maximum pts. (4)
 The trail project is placed in a category listed below. Only one category can be chosen.
- a) Rehabilitation (4) Pts. _____
 b) Maintenance (3) Pts. _____
 c) Development (2) Pts. _____
 d) Acquisition (1) Pts. _____
2. **Does the project contain donations or volunteer labor?** Maximum pts. (3)
- a) The project involves a friends group or a group of volunteers sponsoring and supporting the project. (2) Pts. _____
 Discuss in the project narrative how civic groups, citizen volunteers, snowmobile clubs, etc. will be involved in the trail project.
- b) A minimum of 25% of the total project cost is provided through donations of volunteer labor. (1) Pts. _____
 A minimum of 1/4 of the Sponsor's match against grant money must come from any single or combination of donations of materials, services, or volunteer labor.
3. **Will the project promote safe trail use?** Maximum pts. (6)
- a) Proposed trail does not use any roadway or road right-of-way. (3) Pts. _____
 The trail is located completely off road and does not encroach on any road right-of-way. An example would be a trail located completely in a county forest that does not use any roads as part of the trail.
- b) Proposed trail does not contain any at-grade roadway bridge crossings. (2) Pts. _____
 The trail will not cross a roadway bridge(s) that require the trail user to use any part of the road or road shoulder to access the bridge deck.

- c) Proposed trail does not contain any at-grade roadway crossings. (1) Pts. _____
The trail will not cross a roadway.
4. **Does the trail provide for the greatest number of compatible trail uses?** (3) Pts. _____
Trail allows four or more compatible uses.
5. **Does the trail provide for the greatest number of outdoor uses in addition to trail use?**
Choose one. Maximum pts (3)
- a) Trail provides access to four or more outdoor recreation uses. (3) Pts. _____
The trail project is located on a trail that gives access to four more outdoor recreation activities. An example would be a trail that has one spur to a local park with baseball and soccer fields, and another spur to a campground, and the trail has a fishing platform located along a stretch of river to which the trail runs parallel
- b) Trail provides access to three outdoor recreation uses. (2) Pts. _____
The trail project is located on a trail that gives access to three outdoor recreation activities. An example would be a trail that has one spur to a local park with baseball and soccer fields, and another spur to a campground.
- c) Trail provides access to two outdoor recreation uses. (1) Pts. _____
The trail project is located on a trail that gives access to two outdoor recreation activities. An example would be a trail that has one spur to a local park with baseball and soccer fields.
6. **Does the trail project resolve conflict between historically conflicting trail uses?**
Maximum pts. (5)
- a) Trail will separate conflicting uses by creating separate trails within the same corridor. (3) Pts. _____
The trail project will create separate and distinct trails within an existing trail corridor. An example would be the creation of a trail for horses and a separate trail to accommodate all-terrain vehicles
- b) Trail will resolve conflicting use by developing existing trail into use by time of day or days of week between groups. (2) Pts. _____
The trail project will involve separating trail uses by scheduling and posting days and hours when individual trail uses are and are not allowed.
7. **Does the trail project provide for innovative recreational trail corridor sharing to accommodate motorized and non-motorized trail use?** (1) Pts. _____
The trail project will provide a first of a kind trail design that solves trail use conflicts, safety issues, trail access, or problems with sharing of a trail with both motorized and non-motorized users.
8. **Is the trail project located close to high population areas?** (1) Pts. _____
Project serves a County population estimated to be over 50,000.

NRTA Project Scoring Summary

	Motorized Projects	Non-Motorized Projects	Multiple/ Compatible Projects
Motorized - Sections A, B, C (Max 38 points)			
Non-motorized -Sections A, B, D (Max 27 points)			
Multiple/ Compatible – Sections A, B, E (Max 34 points)			
Total			

ACQUISITION & DEVELOPMENT OF LOCAL PARKS
LAND & WATER CONSERVATION FUND PROGRAM
Project Rating Questions

Note: Unless otherwise indicated, questions apply to both acquisition and development projects.

PLANNING CONSIDERATIONS

1. Is the project:

(For nonprofit applicants, answer based on local government plans where project is located.)

a. specifically referenced in a locally adopted comprehensive outdoor recreation or land use plan? Yes – 1 pt _____ Pts.

b. a recommendation contained in a regional plan of another unit of government?

Yes – 1 pt

Project must implement a recommendation from a regional plan from another unit of government, such as a Regional Planning Commission Plan, an Integrated Resource Management Plan, or the department's Land Legacy Plan. Regional Planning Commission Plans count if the plan is other than the one that established eligibility

_____ Pts.

2. Will the project acquire new park and recreational lands? (Acquisition Only)

Yes – 3 pts

Project Sponsor must be acquiring land for the community's first park, or for a park in an area in a community that isn't served by a park. An area is determined by the service area standards set in the local comprehensive outdoor recreation plan.

_____ Pts.

3. Intergovernmental Cooperation and Planning - Is the project being implemented by two distinct governmental agencies? Yes – 2 pts

At least two different governmental agencies must be involved in a consolidation effort that predicts a financial savings or a user end benefit over what would have been provided had not the project been consolidated. Examples would be a local governmental unit taking over the development and management of a state operated facility and a comparison of cost savings because of that effort; or, two local units of government working together to provide one facility that both can use instead of each implementing similar facilities.

_____ Pts.

PROJECT CONSIDERATIONS

4. Will the project acquire a linear corridor parkway, trail, or environmental corridor segment linking existing parks or state and multi-county trails to one another or to a city center, or other recreational site? (Acquisition Only)

Yes - 1 pt

The project must acquire land that is part of a corridor of land planned to provide a linkage between trails or other recreational sites, or recreational sites to a business or residential center.

_____ Pts.

5. Will the project provide for acquisition of land contiguous to existing recreation sites? (Acquisition Only) Yes – 2 pts

_____ Pts.

6. Will the project provide for habitat protection or restoration of habitat for fish and wildlife?

>If Acquisition - 2 pts

>If Restoration - 1 pt

Project must include identified habitat protection or restoration goals and have scientific basis. Examples include acquisition of wetlands significant enough in relation to total project to impact habitat; acquisition of shoreline; vegetation restoration activities.

_____ Pts.

7. Will the project improve recreation on natural waterbodies? Yes – 1 pt

The waterbody must be navigable.

_____ Pts.

8. Does the project acquire land that provides water based activities, defined as swimming, shore or ice-fishing, ice skating, or non-motorized boat access? (Acquisition Only) Yes – 2 pts _____ Pts.
9. Does the project provide or support multiple use, nature-based outdoor recreational activities that are feasible for the site? Yes – 1 pt _____ Pts.
10. Does the project provide or support multi-seasonal, nature-based outdoor recreational activities that are feasible for the site? Yes – 1 pt _____ Pts.
11. Has the project been substantially initiated by the sponsor without grants? (Development only) Examples would be where land has been acquired without grant assistance and/or a facility has been completed except for lighting or a support building. Substantial initiation of the project must be discussed in the narrative to receive this point.
- a. The Sponsor has acquired the land for the project without grants. Yes – 2 pts
OR
b. The Sponsor has completed development of some basic eligible facilities. Yes – 1 pt _____ Pts.
12. Does the project involve the use of materials or products utilizing recycled products? (Development only) Yes – 1 pt
Recycled products or materials used must be identified in the project narrative to obtain this point. _____ Pts.
- ADMINISTRATIVE CONSIDERATIONS
13. Was a complete application submitted by the deadline? - Mailed applications must be postmarked or received on or before May 2. Yes - 2pts
A complete application consists of all documentation required in the application form checklist for the appropriate project type (located in the forms section of this booklet). All required items must be filled out in their entirety. _____ Pts.
14. A local service or business organization, other unit of government, or nonprofit conservation organization is contributing financial support:
> greater than 25% of sponsor share of project costs - 1 pt
> greater than 50% of sponsor share of project costs - 2 pts
The contribution may consist of cash or donations of land, labor, services, materials, or equipment rental. The contribution must be documented in the application. _____ Pts.
15. Previous Grants
- a. Has the sponsor completed all previously funded projects? Yes-1 pt
All Stewardship Local Assistance and Land & Water Conservation funded grant projects are complete. Previous development project sponsors get the point if they have not had one full construction year since grant award. New sponsor shall receive this credit for this question. _____ Pts.
- b. The sponsor has never received a Local Assistance or LWCF grant in the past.
Yes-3 pts
- OR
- c. The sponsor has not received a Local Assistance or LWCF grant in the last 5 years.
Yes- 1 pt _____ Pts.
16. Will the project enhance tourism?
- a. The project is of region wide or statewide significance in terms of travel.
Yes - 2 pts
The project will be used to attract large attendance, such as nature centers or other nature-based outdoor recreation focused facilities of statewide significance. Regional significance could be trails on the state trail system or trails that connect to state

trails, or trails that cover more than one county, or river corridors that connect to state or regional parks. Documentation must be provided in application.

OR

- b. The project will attract some visitors from outside the community. Yes-1 pt

_____ Pts.

- 17. Will the project correct a documented health or safety problem at a public facility open for public use?** Yes-1 pt

Only documented problems can be considered. For example: State or local inspections of sanitary facilities or documented reports of conflicts between bikers and horseback riders.

_____ Pts.

- 18. Are the appraisals complete and submitted to the department?** (Acquisition Only) Yes-1 pt

_____ Pts.

- 19. Does the sponsor have an accepted option or offer to purchase agreement?**

(Acquisition Only) Yes- 3 pts

An option or letter to purchase has been signed with the landowner(s)

_____ Pts.

- 20. Will it be implemented immediately and can it be completed in two construction seasons or less?** (Development only) Yes-1 pt.

To receive this point, sponsor must provide that funds have been budgeted, and provide copies of a site plan and construction plans for the project.

_____ Pts.

TIE BREAKERS

When ties occur, a further evaluation of the following criteria will be used to break ties. One-tenth (.1) of a point will be awarded for each "yes" scored criteria.

- 1. A comprehensive land use plan compliant with s. 66.1001 (Smart Growth) has been adopted by ordinance.** .1 pt.

A copy of the adoption resolution must be submitted to the department.

_____ Pts.

- 2. Does the sponsoring government have a park land dedication or impact fee ordinance?** .1 pt.

The ordinance is used to recover costs for the acquisition and/or development of parks and open space from developers when land is either platted or developed; copy of resolution of adoption should be included with application. Counties will receive this point

_____ Pts.

- 3. Will the project serve a population of 5,000 or more?** .1 pt.

Determined by current census.

_____ Pts.

- 4. Are matching funds budgeted or available immediately?** .1 pt.

The project can be started with matching funds available immediately upon approval of a grant.

_____ Pts.

- 5. Will the project result in a first-of-a-kind facility for the project sponsor or service area?** .1 pt.

Facility can be judged on a service area basis as defined in the outdoor recreation plan

_____ Pts.

- 6. Will the project provide or support a multipurpose, regional or statewide recreational trail or trail system?** .1 pt.

_____ Pts.

- 7. Will the project provide for major improvements in disabled accessibility to a park or recreation area having limited or no accessibility?** .1 pt.

Examples would include items such as sanitary facilities, shelters, or parking lots.

_____ Pts.

- 8. Will the project specifically provide for the renovation or replacement of outdoor recreation facilities that are in danger of being lost for public use, including updating existing facilities to meet current ADA requirements?** .1 pt.

_____ Pts.

ACTIVE PROJECT ADJUSTMENT

For each active project a Sponsor has under the Stewardship Local Assistance, Land & Water Conservation Fund, and Recreation Trails Act grant programs, points will be deducted from the total project application score as follows:

One active project - deduct one point;

Two active projects - deduct three points;

Three or more active projects – deduct five points

**No. of Active
Projects** _____

Deduct:

NOTE: An "active project" is defined as a project where the scope has not been completed.

Development projects are allowed one full construction season from the grant award start date before being defined as "active".

Pts. _____

ADMINISTRATIVE POINTS

Each region has a total of 0-5 administrative points and may assign these points to selected applications. These points are generally awarded on the Region's overall assessment of the local application and how it meets the program's priorities.

Additional considerations could include local resources, absence of proposed type of facility in the community and importance of this facility to the surrounding region.

Pts. _____

PROJECT GRAND TOTAL

PTS

URBAN RIVERS

Project Rating Questions

Note: Unless otherwise indicated, questions apply to both acquisition and development projects.

A. GENERAL PROGRAM CONSIDERATIONS

1. Natural Heritage Inventory (NHI) or a Historical or Cultural Site:

The project is on the NHI or restores or preserves an area with significant historical or cultural value. **Yes - 2 pts.**

The project is listed on the Natural Heritage Inventory (NHI) or is of local historical or cultural significance. NHI determination must be completed by the DNR

_____ Pts

2. Development Threat. Will the project provide for acquisition of lands where it can be documented that the lands are threatened by development? (Acquisition only.)

a. The property can be divided under the current land use plan. **Yes - 1 Pt**

_____ Pts

b. The property is listed on the open market, an offer has been made by a developer, or the sponsor has purchased the property having received a letter of retroactivity from the region CSS. **Yes - 2 Pt.**

_____ Pts

3. Supports other plans

a. The project is in another plan, other than the Local Comprehensive Outdoor Plan that establishes eligibility, including water quality management plans. **Yes-1 pt**

The project must be included in a recreation, natural resource, environmental, or land use plan of another local unit of government, state agency or non-profit conservation organization.. A copy of the plan must be provided.

OR

b. The project will implement recommendations of a riverway plan. **Yes-2 pts**

The project is in a river corridor plan where the Sponsor is the primary contributor and should include integrated resource management methods which call for outdoor recreation, water quality, habitat restoration and preservation, open space planning, economic development, municipal master planning etc.

_____ Pts

4. Continues land acquisitions (Acquisition only.)

a. The project is in a river plan that has had two or more previous acquisitions.

Yes-1 pt

OR

b. The project is in a river plan that has had two or more previous acquisitions and the river plan is adjacent to or complements another permanently protected area. **Yes-2 pts.**

_____ Pts

5. Rail corridors (Acquisition only.)

Will the project provide for acquisition of an abandoned rail corridor for trail use? **Yes - 1 pt**

_____ Pts.

6. Natural resource values

- a. The project will improve water quality by acquiring existing erosion problem area(s) or converting hard surfaced lands to green space. The project will be left in a natural state. **Yes-1 pt.**

The project will stabilize eroding lands or convert hard surfaced lands to green space. Property along a waterbody identified as a "Special Natural Resources Interest" (under Chapter NR 1, Wis. Admin Code) would qualify for this point.

OR

- b. Will the project provide for acquisition or restoration of wetlands defined in the Wisconsin Wetland Inventory (or another approved wetlands delineation or inventory) or a documented other key habitat area that will be left in a natural state. **Yes-2 pts.**
The project acquires land as defined in the Wisconsin Wetland Priority Plan, restores wetland habitat, or protects habitat identified as critical to protecting environmental quality. The project must acquire or restore habitat documented to be critical to protecting environmental quality. Acquisitions adjacent to Outstanding and Exceptional Resource Waters would also qualify for this point. This project must be left in a natural state.

_____ Pts

7. Dam Removal

Project restores wetlands, river or stream corridors, or habitat following a dam removal.

Yes – 2 pts

_____ Pts

8. Outdoor recreation for all

- a. The project expands outdoor recreation near an urban center. **Yes-1 pt**
The project provides for an expansion of outdoor recreation that is within easy walking distance (1/4 mile or less) from urban centers. Urban centers would include the traditional business retail centers and residential areas contiguous to the business retail center

OR

- b. The project will serve the documented needs of special populations in urban areas. **Yes-2 pts.**
The project will be used to fulfill identified outdoor recreational needs of special populations (elderly, disabled, low income or minority groups). The sponsor must be able to identify the special population in the project narrative and be able to support with evidence any statement to the above to be eligible for this point.

_____ Pts

9. Supports multiple-use

Does the project provide or support substantial multiple use nature-based outdoor recreational activities that are feasible for the site? **Yes – 1 pt.**

Substantial multiple use activities means more than one activity - e.g., trails and picnicking, fishing and swimming

Pts.

10. Supports multiple-seasonal use

Does the project provide or support substantial multi-seasonal nature-based outdoor recreational activities that are feasible for the site? **Yes – 1 pt.**

Substantial multiple seasonal activities means more than one activity, more than one season - e.g., ice fishing and swimming, cross country skiing and hiking.

Pts

11. Public Access To River

- a. The project will improve an existing public access **Yes-1 pt**
The project will expand and/or improve an existing river access; a project bought for a nesting area, nature preserve, etc., that would exclude the public would not be eligible for this point. _____ Pts.

OR

- b. The project provides access to the river where none is available now.
Yes-2 pts (Acquisition only.)
The project will provide new access for pedestrian riverfront users where no public access in the immediate area is now available. A project bought for a nesting area, nature preserve, etc., that excludes the public because of single use activities would not be eligible for this point. _____ Pts

12. County population where project is located

For these questions see the Wisconsin Population Centers chart in the Appendix.

- a. Is the project located in a county that has a city with a Jan. 1, 2004 population of 50,000 or more (population chart in appendix)? **Yes – 1 pt** _____ Pts
- b. Is the project located in a county with a Jan. 1, 2004 population of:
 200,000-500,000 **1 pt**
 Over 500,000 **2 pts** _____ Pts
- c. Is the project located in a county where the five (5) year population growth rate exceeds 4.89 percent (5 yr. State growth rate 1998-2004) and the total population as of Jan. 1, 2004 exceeds 50,000 (population chart in appendix)? **Yes-1 pt** _____ Pts
- d. Is the project located within 50 miles of a recognized metropolitan area?
 (metro chart in appendix) **Yes – 1 pt** _____ Pts

13. Community financial support

- a. A local service or business organization, other unit of government, or nonprofit conservation organization is contributing greater than 25% of the sponsor's cost share of total project costs. **Yes-1 pt**
The contribution may consist of cash or donations of land, labor, services, materials, or equipment rental. The contribution must be documented in the application.
 OR
- b. A local service or business organization, other unit of government, or nonprofit conservation organization is contributing greater than 50% of the sponsor's cost share of total project costs. **Yes-2 pts**
The contribution may consist of cash or donations of land, labor, services, materials, or equipment rental. The contribution must be documented in the application. _____ Pts

14. Two or more units of government

- a. The planning area has 2 or more local units of government cooperating.
Yes-1 pt
Two separate local units of government – county, city, town, village, or tribe - are cooperating and implementing a river corridor plan.
 OR
- b. County-wide or two or more counties cooperating. **Yes-2 pts**
Includes all communities located on the river within the county. Local units of government - county, city, town, village, or tribe – are cooperating and implementing a river corridor plan. _____ Pts

15. Potential for increasing tourism

- a. Will the project attract some visitors from outside the community? **Yes-1 pt**
 OR

- b. Will the project be of region wide or statewide significance in terms of travel? **Yes**

- 2 pts

The project is on a riverfront that will be used to attract large attendance, such as nature centers or other nature-based outdoor recreation focused facilities of statewide significance. Regional significance could be trails on the state trail system or trails that connect to state trails, or trails that cover more than one county, boat launching site that handle high volume launching, river corridors that connect to state or regional parks.

_____ Pts

16. Potential benefits to the overall economy of the municipality

- a. The project is identified as necessary in a river plan to create partnerships that will generate private sector outdoor recreation support industries.

Yes-1 pt

The project will create partnerships that will expand outdoor recreation opportunities that will generate additional income to private sector businesses. An example would be additional revenue generated by a bicycle shop renting bicycles to people to use on a river trail system. Specific documentation must be included to be eligible for this point

OR

- b. The project will create opportunities to renovate urban centers for businesses that will directly take advantage of the river greenway being created by the project. **Yes-2**

pts

The project will implement a portion of an economic redevelopment or master plan that calls for businesses to renovate or improve existing buildings in a urban commercial region. Businesses will design their buildings to take advantage of the river greenway that is existing and/or created by the implementation of the project

_____ Pts

17. Aesthetic Value (Acquisition only)

- a. The project will acquire and protect existing green space area(s). **Yes-1 pt**

The project will add additional existing "undisturbed by development" land on the river within an area where the majority of the surrounding land has been developed

OR

- b. The project will acquire lands that are presently developed and will include substantial renovation, restoration, or revitalization of a blighted riverfront area. **Yes- 2 pts**

The project will restore under-utilized land along the river for useful outdoor recreation purposes. An example would be: purchasing a partially used or unused building, or a parking lot on the river and converting the land into passive or active green space and renovated support facilities.

_____ Pts

18. Brownfields Site

- a. The sponsor has signed an agreement with the department to do necessary investigation and remediation work on a brownfields site. **Yes-1 pt**

The sponsor must submit a copy of the agreement with the application.

OR

- b. The Project is on lands in process of brownfield remediation or remediation has been completed. **Yes – 2 pts**

The sponsor must have a remediation plan and schedule approved by the DNR. Documentation of both must be submitted with the application. If remediation completed a copy of the close out letter must be submitted.

_____ Pts

19. Administrative Considerations

- a. Has the sponsor completed all previously funded Stewardship Local Assistance and Land & Water Conservation Program (LWCF) projects? **Yes-1 pt**
All funded projects are complete. A new sponsor shall receive the credit for this question.

_____ Pts

- b1. The sponsor has never received a Local Assistance or LWCF grant in the past.
Yes-3 pts

OR

- b2. The sponsor has not received a Local Assistance or LWCF grant in the last 5 years. **Yes-1 pt**

_____ Pts

B. TIE BREAKERS

- a. A comprehensive land use plan compliant with s. 66.1001 (Smart Growth) has been adopted by ordinance. **Yes - 1 pt**
A copy of the adoption resolution must be submitted to the department.

_____ Pts

- b. The project appraisals are completed and submitted to the department.
Yes - 1 pt

_____ Pts

- c. The sponsor has an accepted option or offer to purchase agreement.
Yes - 3 pts

_____ Pts

C. ACTIVE PROJECT ADJUSTMENT

For each active project a Sponsor has under the Stewardship Local Assistance, Land & Water Conservation Fund, or Recreational Trails Act grant programs, points will be deducted as follows (*Development projects get one full construction season from their grant start date*):

Deduct:

One active project - deduct one point.

No. of Active Projects: _____

_____ Pts

Two active projects - deduct three points.

Three or more active projects - deduct five points from the total project application score.

PROJECT GRAND TOTAL

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PTS

B. PROJECT CONSIDERATIONS**1. DEVELOPMENT THREAT - Will the project provide for acquisition of lands where it can be documented that the lands are threatened by development?**

- a. The property can be divided under the current land use plan. - 1 Pt. _____ Pts.
- b. Property is listed on the open market or an offer has been made by a developer. - 2 Pt. _____ Pts.

2. INTERPRETIVE FACILITIES - Will interpretive facilities be provided where they are appropriate? Yes – 1 pt

Interpretive means to enhance the public use of the site. This could include interpretive signs. An example would be a project which preserves an unusual geological feature which could be interpreted for general public use

_____ Pts.

3. LINEAR CORRIDORS - Does the land initiate or add to a linear corridor?

Yes – 1 pt

The Sponsor must provide a master plan showing the corridor boundaries and an acquisition target list

_____ Pts.

4. WATER FRONTAGE – Does the land provide water frontage? Yes – 1 pt

The project acquires frontage on streams, rivers or contain water features such as wildlife ponds or spring ponds. Only permanent, natural open surface water features qualify.

_____ Pts.

5. WETLANDS RESTORATION - Does the project restore wetlands? Yes – 1 pt

The project's management plan provides for the restoration of a wetland. Wetlands are defined as classified by the Wisconsin Wetlands Inventory or another approved wetlands delineation or inventory approved of by the sponsor. Wetlands include aquatic bed plants, sphagnum moss, marsh and wetland meadow, wet shrubs, wet forests, shallow open water, and non-vegetated wet soil

_____ Pts.

6. COUNTY POPULATION WHERE PROJECT IS LOCATED

- a. Is the project located in a county that has a city with a Jan. 1, 2004 population of 50,000 or more? (*Population chart in the Appendix*) Yes – 1 pt
- b. Is the project located in a county with a Jan. 1, 2004 population of
(*See Wisconsin Population Centers chart in appendix*)
200,000 – 500,000 1 pt
Over 500,000 2 pts _____ Pts.
- c. Is the project located in a county where the five (5) year population growth rate exceeds 4.89 percent (state 5 year rate 1998-2004) and the total population Jan. 1, 2004 exceeds 50,000? (*population chart in appendix*) Yes – 1 pt. _____ Pts.
- d. Is the project located within 50 miles of a recognized metropolitan area? (*metro area chart in appendix*) Yes – 1 pt _____ Pts.

7. REGIONAL OR STATEWIDE SIGNIFICANCE - Is the land of regional or statewide significance? Yes – 1 pt

A project that goes beyond serving the needs of the local sponsors population and is identified in a statewide or regional plan. A copy of the plan must be submitted to the department.

_____ Pts.

8. PROJECT CONTINUATION - Does the project continue an eligible acquisition project previously started? Yes – 1 pt

This project continues to acquire property in an area previously established within an acquisition boundary or acreage goal

_____ Pts.

9. GOVERNMENTAL COOPERATION, TWO OR MORE MASTER PLANS – Does the project implement master plans of two or more units of government? Yes – 1 pt

This project results in intergovernmental cooperation by implementing two or more identified master plans prepared by governmental agencies or their agents including Regional Planning Commissions, Special Planning Regions, or County Planning agencies.

_____ Pts.

10. BROWNFIELDS SITE

- a. The sponsor has signed an agreement with the department to do necessary investigation and remediation work on a brownfields site. Yes-1 pt

The sponsor must have submitted a copy of the agreement with the application.

OR

- b. Project is on lands in process of brownfield remediation or remediation has been completed. Yes – 2

The sponsor must have a remediation plan and schedule approved by the DNR.

Documentation of both must be submitted with the application. If remediation completed a copy of the close out letter must be submitted.

_____ Pts.

11. APPRAISAL COMPLETE - The project involves the acquisition of land where the appraisal is complete and has been submitted to the department. Yes – 1 pt.

_____ Pts.

12. OFFER OR OPTION OBTAINED - The sponsor has an accepted option or offer to purchase agreement. Yes – 3 pts

Appraisal is complete and an option or offer to purchase with the landowner(s) has been executed

_____ Pts.

13. MATCHING FUNDS - Are matching funds budgeted or available immediately?

The project can be started with matching funds available immediately upon approval of the grant agreement Yes – 1 pt

_____ Pts.

14. LAND USE PLAN - Does the sponsor have a comprehensive land use plan compliant with s. 66.1001 (Smart Growth) that has been adopted by ordinance?

Yes - 0.1

A copy of the adoption resolution must be submitted to the department.

_____ Pts.

C. ADMINISTRATIVE CONSIDERATIONS

1. Has the sponsor completed all previously funded Stewardship Local Assistance and Land & Water Conservation Fund (LWCF) projects? Yes – 1 pt

All funded projects are complete and site inspected. New sponsor shall receive credit for this question.

_____ Pts.

2a. The sponsor has never received a Local Assistance or LWCF grant in the past.

True – 3 pts

_____ Pts.

OR

2b. The sponsor has not received a Local Assistance or LWCF grant in the last 5 years. True – 1 pt.

_____ Pts.

D. ACTIVE PROJECT ADJUSTMENT

For each active project a Sponsor has under the Stewardship Local Assistance, Land & Water Conservation Fund, or Recreational Trails Act grant program, points will be deducted from the total project application score as follows:

One active project – deduct one point

Two active projects – deduct three points

*Three or more active projects – deduct five points
from the total project application score.*

No. of Active Projects: _____

Deduct

_____ Pts.

PROJECT GRAND TOTAL

PTS

ACQUISITION OF DEVELOPMENT RIGHTS

Project Rating Questions

Eligibility Requirement:

μ The property must provide or enhance nature-based outdoor recreation.

1. Frontage on rivers, streams, lakes or estuaries.

a. The property has frontage on a navigable river, stream, lake or estuary. **3 Pts.** _____ Pts

b. The waterbody has ecological importance, protects threatened or endangered species habitat, or has unique natural resource features. (e.g., the property is on the wild lakes inventory, priority lakes, rivers, or streams inventories.) **3 Pts.** _____ Pts.

2. Proximity to other permanently protected land. (select only one)

a. The property creates a buffer between land that has been permanently protected for natural resource, conservation or outdoor recreation purposes and potential or existing residential, commercial or industrial development. **8 Pts.** _____ Pts.

OR

b. The property is within the boundaries of an acquisition project area (node or corridor) established by the department, a governmental unit, or a nonprofit conservation organization, where the uses of the property will complement the goals of the project and the stewardship program. **8 Pts.** _____ Pts.

AND

The property connects or is adjacent to already acquired parcels within a designated project area. **2 Pts.** _____ Pts.

c. The property is within an identified environmental corridor that connects 2 or more established resource protection areas. **1 Pt.** _____ Pts.

OR

The property is within an identified environmental corridor that connects 2 or more established resource protection areas, and progress has occurred in the past 5 years toward protecting the environmental corridor. (e.g., proof of active involvement and efforts in protecting the entire corridor.) **2 Pts.** _____ Pts.

3. The property provides or enhances nature-based outdoor recreational opportunities.

a. There will be public access to: (select only one)

└ the entire property year around **3 pts**

└ a corridor within the property year round **2 pts** _____ Pts.

└ the property during a defined period of the year. **1 pt** _____ Pts.

b. The property enhances the recreational value of a project that provides multiple use and/or multiple season recreational activities. **2 Pts** _____ Pts.

4. Natural, scenic, geological and archaeological values of the property.

a. The property preserves an existing natural community or will be restored to a natural community. **2 Pts.**

OR

The property contains state or federal threatened or endangered species, species of special concern, or rare natural communities. **5 Pts.** _____ Pts.

b. The property preserves an identified archeological site. **1 Pt.** _____ Pts.

c. The property has unique geological or physical characteristics (e.g., exceptional scenic contribution, other significant physical features having outstanding values rock outcroppings, glacial features, etc.) **4 Pts.** _____ Pts.

- 

WISCONSIN POPULATION CENTERS

From Dept. of Administration January 1, 2004 Population Estimates

Cities Over 50,000		Counties Over 200,000		Counties with a 5 Year Growth Rate Over 4.89% (state 5 yr. rate) from 1999-2004 and Jan. 1, 2004 Population Exceeding 50,000		
Milwaukee	593,920	Milwaukee	939,358	County	5 year Growth Rate %	1-1-2004 Population
Madison	217,935	Dane	450,730	St. Croix	23.50	72,522
Green Bay	103,653	Waukesha	373,339	Walworth	13.52	97,052
Kenosha	92,808	Brown	237,841	Sauk	10.84	58,595
Racine	80,806			Kenosha	9.60	156,082
Waukesha	66,816			Columbia	9.54	54,596
Oshkosh	65,095			Dane	9.11	450,730
Eau Claire	61,912			Washington	8.54	123,587
Janesville	61,310			Brown	7.73	237,841
West Allis	60,607			Chippewa	7.70	59,466
Appleton	59,738			Outagamie	6.86	168,840
La Crosse	51,507			Waukesha	6.59	373,339
Sheboygan	50,672			Waupaca	6.03	53,148
				Jefferson	5.86	78,342
				Ozaukee	5.45	85,160

Metro Areas:
Appleton
Duluth/Superior
Eau Claire
Fond du Lac
Green Bay
Janesville – Beloit
La Crosse
Madison
Milwaukee – Waukesha
Oshkosh Neenah
Racine
St. Paul/Minneapolis
Sheboygan
Wausau

SAMPLE PROJECT NARRATIVE

Town of Inspiration, Conservation County, WI

Project Name: Inspiration Park Expansion Acquisition Project

Contact Person: Amy Wilson, Town Chair
Town of Inspiration
P.O. Box 200
Inspiration, WI 54512
(715)385-0120

Project Location: See attached Legal Description and Site Boundary Map.

Project Description:

Summary

This proposal is for assistance in funding the acquisition of 12 acres for expansion of Inspiration Park. There is an additional 2.3 acre portion of the property southwest of the Fox Valley & Western Railroad that will be used to develop tennis courts and is not included in this proposal because of its anticipated non-nature based recreation use. Refer to the attached project boundary and site map. The Town has committed itself to further expansion of its community park that has been in existence since the early 1990's. This property will be developed into a more passive recreation area including a multi-use trail (primarily hiking, biking, & cross-country skiing), and a restroom facility, park shelter, and parking to support the trail and picnic area. The remainder of the parcel will be left as open and natural space.

Background

Inspiration Park, acquired in 1991 without funding assistance, is a community park, located in the eastern portion of the Town of Inspiration and is easily accessible from Elizabeth Street, off STH 92 (see Project Site Plan). The park is bordered by the Village's wastewater treatment facility to the north; a residential area to the east; Elizabeth Street on the west; and STH 92 to the south. The Towns of Bennett and Dane are respectively on the other sides of Elizabeth Street and STH 92.

The existing 40-acre community park was developed in phases during the early 1990's. The town developed a recreational facility consisting of competitive sport (baseball and soccer) fields, as well as areas geared toward more passive/individualized recreational activities (play area, picnicking, and walking/cross-country skiing). The expansion acreage will add passive recreation opportunities for park users, including an important trail connector between Hope's Trail to the north and the Grouse Ridge Trail to the east. A variety of outdoor recreational activities will be provided as a result of the acquisition:

1. Multi-use, multi-seasonal trail (hiking, biking, & cross-country skiing)
2. Picnic Area and Pavilion, including parking area, to be located in the northeast section of the property.
3. Foot trail leading into wildlife viewing and nature study area.

Relation to Local and Regional Plan Objectives

The benefit of this project to the Town and surrounding smaller communities cannot be overstated. The expansion of Inspiration Park specifically furthers the goals outlined in the Town of Inspiration Park and Recreation Plan that was adopted in 1998. Page 6 of that plan identifies expansion of the park to add passive recreation facilities. The project also addresses issues identified by the Central Regional Planning Commission in its 1998 Overall Economic Development Program Annual Report. On pages 112 – 116 the report discusses goals related to Land and Environmental Resources. It identifies as important, two goals which are relevant to this project: 1) Maintain a balanced mix of public recreation facilities and 2) Improve access to balanced public recreation areas for communities with populations under 5,000.... This project is also supported by the Statewide Comprehensive Outdoor Recreation Plan (pages 122-123).

Key Partnerships

The Town of Inspiration has worked hard to develop partnerships in the development of their community park, including this project. Volunteers have been central to its success. Various community and surrounding community service organizations, volunteers from little league and softball associations, and local contractors have all been instrumental in providing labor and materials for the development of existing active sports facilities and trails. The Town is also pleased with the partnership that has been formed with the school district in relation to this project. The school board approved a commitment to integrate nature study curriculum into maintenance and restoration activities that would occur on this property through teacher and student participation.

Status of Acquisition Process

An option to purchase agreement has been signed with an expiration date of November 1, 2001 and including a purchase price of \$48,000.

Project Budget

Appraised Value of 12 acres:	\$48,000
Purchase Price of 12 acres:	\$48,000
Estimated other Eligible Acquisition Costs:	<u>\$ 1,200</u>
Total Costs	\$49,200
Local Matching Funds Required:	\$24,600
2000 Village budget	\$20,000
Friends of Inspiration Park	<u>\$ 4,600</u>
	\$ 24,600

PROJECT BOUNDARY MAP REQUIREMENTS

Federal and State regulations require that property acquired or developed with Recreation Grant Program funds remain in public outdoor recreation use permanently.

The purpose of the boundary map (sample on following page) is to clearly show the exact boundaries of the property to be assisted with state or federal funds. Once agreed upon by all concerned parties, the boundary map defines the area that remains, under contract with the state or federal program, in public outdoor recreation use forever.

Plan your project boundaries carefully. Known future public improvements, such as wells, lift stations, other public buildings, or road improvements should be excluded from project boundaries. Project boundaries should include only that property which the sponsor intends to manage for public outdoor recreation purposes forever.

What the Project Boundary Map Should Include

For both acquisition and development projects the boundary map submitted should be to scale and reflect the legal description of the property by metes and bounds, lots and blocks (described on a plat map) or the rectangular public land survey system (township, range, section, etc.). Unless there is a question about boundaries a formal survey of the project area is not required.

Site Development Plan Requirements

In many cases the site development map and boundary map can be one in the same. A site development map should be to scale. It should indicate north, surrounding land uses, existing and proposed utilities, existing and proposed facilities, routes of travel, known wetlands, floodplain, archaeological sites, or possible contamination sites. It should illustrate all the easements of record, if any, along with who prepared the map and the date prepared.

Land Management Plans Required for Urban Greenspace Projects

The Urban Greenspace Program specifically requires that land acquisition projects be supported by a management plan approved by the project sponsor. A management plan identifies proposed land use of the area to be acquired including areas to be restored. It discusses how the property would be operated, maintained, and how public access to the property would be provided. The management plan should include a site plan for the property that identifies items such as land forms, water features, forest types, trail systems, and wildlife habitat. A management plan included in an approved Master Plan fulfills the land management requirement for Urban Greenspace projects.

RESOLUTION FOR OUTDOOR RECREATION AIDS

WHEREAS, _____ is interested in acquiring or developing lands
(applicant)
for public outdoor recreation purposes as described in the application; and

WHEREAS, financial aid is required to carry out the project;

THEREFORE, BE IT RESOLVED, that _____ has budgeted a sum
(applicant)
sufficient to complete the project or acquisition and

HEREBY AUTHORIZES _____, _____ to act on
(name) (department)
behalf of _____ to:
(applicant)

Submit an application to the State of Wisconsin Department of Natural Resources for any financial aid
that may be available;

Signed documents; and

Take necessary action to undertake, direct and complete the approved project.

BE IT FURTHER RESOLVED that _____ will comply with
(applicant)
state or federal rules for the programs to the general public during reasonable hours consistent with the type of
facility; and will obtain from the State of Wisconsin Department of Natural Resources or the National Park
Service approval in writing before any change is made in the use of the project site.

Adopted this _____ day of _____, 20____.

I hereby certify that the foregoing resolution was duly adopted by _____ at a
legal meeting on _____ day of _____, 20____.

Authorized Signature: _____ **Title:** _____